



SHIPPING SUPPLY ASSISTANT

The Embassy of the United States of America in Wellington invites applications for a full time Shipping Supply Assistant in the General Services Office.

If you are a professional who is driven, flexible and enjoy working in a busy environment, then this position is for you! The Shipping Supply Assistant is responsible for managing all aspects of expendable and non-expendable supplies to include the physical management of the warehouse and storeroom and USG property valued at over \$2.3 million US dollars. Position serves as the Customs and Shipping agent for all USG agencies and personnel at U.S. Embassy Wellington, U.S. Consulate General Auckland and U.S. Embassy Apia. In addition the incumbent provides support to the General Service Office with the completion of adhoc special projects and representational events.

To be successful in this role you will have completed secondary school, and have a minimum of eight years' experience in transportation, freight forwarding or warehousing, and/or minimum of five years progressively responsible experience in warehouse/stores inventory and supply. You must be tactful, yet effective, in dealings with host country customs and other officials, and personnel of shipping, packing, and transfer companies. You need solid knowledge of standard office and stores procedures, good computer skills and general knowledge of Microsoft Office suite. The incumbent must have a clean driving record, hold a current NZ driver's license, be able to drive a 3-tonne truck and lift items up to 40 kilos in weight.

The starting salary for this position is \$60,582 per annum, with some special benefits e.g. both U.S. and New Zealand Holidays - a total of 20 days; and 8.7% contribution by the employer to an employee's retirement.

*If you are not a New Zealand citizen or permanent resident, you **must have a current valid work permit** to be eligible to apply for this position. All employees of the U.S. Government are required to complete full medical and security background checks.*

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at http://newzealand.usembassy.gov/job_opportunities.html

If you meet all the eligibility criteria for this role, please complete and submit your application form, cover letter and CV by email to Wellington.HR@state.gov

For further information or to apply for this position, please forward correspondence to:

HR Assistant
Email: Wellington.HR@state.gov

Applications close Tuesday, 8 July 2014.

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.